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BASIC DUTIES OF A SUPERVISOR

1. Determines the type of employee for the job.
 - a. Submits requirements in advance to his superior.
 - b. Interviews applicants.
2. Follows up employee on job performance and adherence to rules.
3. Recommends and develops assistants for upgrading.
4. Informs the employee of his progress and attitudes.
5. Welcomes and orients new employees.
6. Conducts supervisor's meetings and training courses.
7. Recommends discharges of employees.
8. Plans for reduction in tardiness, absenteeism, and turnover.
9. Develops employee cooperation and coordination.
10. Anticipates and forestalls grievances and complaints.

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